

**Superior Court of California,
County of Yolo**

Job Announcement

**Family Law Facilitator/Self-Help Assistant
Recruitment #15-11**

**\$17.19 hourly
\$2,980 monthly**

Tentative start date - July 13, 2015

FINAL FILING DATE: Wednesday, June 10, 2015 at 5:00 p.m.

POSITION SUMMARY

Under supervision of the Family Law Facilitator, assist self-represented litigants in the preparation and filing of petitions, responses, motions, orders, judgments, and other pleadings as necessary in paternity, dissolution and child support cases, unlawful detainers and limited civil. Interview litigants requesting assistance, review case files, contact local child support agencies, calculate guideline support amounts, and provide litigants with procedural information regarding filing, service of documents and timelines.

The Family Law Facilitator/Self-Help Assistant does not provide legal advice but does provide basic information regarding the filing and service of documents and the timelines associated with particular court proceedings. This is an “at-will” position and is FLSA non-exempt.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Review and analyze a variety of documents associated with paternity, dissolution, child support, small claims, unlawful detainer, and limited civil cases
- Assist public by phone and at counter, providing factual information related to forms usage and completion, filing processes, fees and assessments, location of needed services or other information resources
- Conduct interviews with litigants and summarize information for Family Law Facilitator’s review
- Complete Judicial Council forms related to a variety of cases
- Provide customer service that ensures fair and equal access to the Court
- Perform court-related clerical duties, including computer & keyboard functions
- Inputs and maintain accurate reporting and records
- Utilize computer software systems associated with the Family Law Facilitator’s office
- Perform other related work as required by business needs

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- California statutes governing court procedures and rules
- California court system
- Legal terminology, forms, documents and procedures
- Court processes, operations, procedures and services

Skills and Abilities:

- Excellent customer services skills, including ability to work with people in difficult or challenging situations
- Time management – the ability to organize and manage multiple priorities
- Ability to research and explain technical and procedural information clearly and concisely to the public, attorneys and other concerned parties
- Ability to exercise sound judgment within the framework of policies and guidelines
- Ability to examine documents for accuracy, completeness and conformity to requirements and take appropriate corrective actions
- Excellent interpersonal and communication skills, including the ability to present information to large groups
- Computer skills, including the ability to use new technologies
- Ability to operate standard office equipment and type accurately
- Understand and follow written and oral instructions
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Prioritize and complete assigned tasks
- Bilingual in Spanish preferred

EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities required would be:

Education & Experience: High School Diploma or equivalent is required. Completion of a paralegal certification or undergraduate coursework in a legal field or law school and 0 - 2 years of experience as a paralegal, legal secretary or other legal clerical work that provided knowledge of the California court system and associated documents and procedures is desirable.

Bilingual Skill: Bilingual skills in Spanish preferred

Driver's License: Possession of a valid California driver's license may be required

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

Work Environment: The noise level and traffic level in the work environment are similar to a busy business office. Normal business hours are 8am to 5pm, Monday through Friday.

The employee is expected to adhere to all court policies.

BENEFIT PACKAGE

Yolo Superior Court employee benefits for this position are described below:

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$511.82 Employee +1: \$1023.13 Employee + 2 or more: \$1329.72 An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$43.65, Employee +1: \$78.55, Employee +2 or more: \$128.45.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.

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- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years.
- Additional benefits include up to 32 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

Recruitment Process

To be considered for this position, applicants are required to submit the following by the final filing date of this announcement:

- A completed Yolo Superior Court job application form with supplemental questions (supplemental questions found in application form)

Human Resources will review completed applications. Applicants who are successful in the application screening phase may be scheduled for an oral interview to further assess their ability to demonstrate the required knowledge, skills, and abilities.

The Yolo Court application form is available on the Court's website www.yolo.courts.ca.gov or from the Human Resources Department at 601 Court Street, Woodland CA, 95695. Completed application may be submitted in any of the following ways:

- Mail to Yolo Court Human Resources, P.O. Box 1290, Woodland CA 95776
- Drop off at the Human Resources Department at 601 Court St in Woodland
- Email to humanresources@yolo.courts.ca.gov
- Fax to Court Human Resources at (530) 406-6883

If emailing or faxing, please follow up with the original application within three business days after the final filing date. For more information contact Human Resources at (530) 406-6881.

Completed Yolo Court application form must be signed and **received by 5:00 p.m. on Wednesday, June 10, 2015.**